



Prince Rupert Special Events Society  
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## Seafest 2017 - Saturday, June 10<sup>th</sup> and Sunday, June 11<sup>th</sup> **VENDOR PERMIT RULES**

### 1. **FOOD VENDORS INFO:**

Before you apply to be a Seafest food vendor, each high-risk foods vendor must complete a "Temporary Food Permit" application that you can download from:

<http://www.northernhealth.ca/YourHealth/EnvironmentalHealth>; Under Environmental Health click on Applications and Forms; then click on Temporary Food Permit Application. Submit your application to the Environmental Health officer. If you have questions regarding the Northern Health Authority application, you may contact an Environmental Health Officer at 250-622-6380 or Terrace at 250-631-4226. Note: Your application form can be mailed or hand-delivered to:

Prince Rupert Community Health, 300-3<sup>rd</sup> Avenue West, Prince Rupert, B.C., V8J 1L4 or faxed to: (250) 622-6391. Attn: Environmental Health Officer.

This may take a few weeks so do this absolutely first. NHA will issue you the Temporary Food Permit and then please bring it to the Seafest office with your Seafest vendor application.

FoodSafe is Mandatory. A minimum of 2 people per group involved with food must have FoodSafe certification and at least 1 of those people must be at your booth at all times with their certificate prominently displayed. If you do not have a minimum of 2 certified people, you will not be able to operate a food booth. You must provide copies of your FoodSafe certificates when paying the Seafest vendor fee.

We remind you that the Health Officer will be attending Seafest activities.

All BBQ's must have extra wide and extra thick cardboard mats under them and 2 feet wide around the entire outside of them to catch the grease splatters.

PR Special Events Society will be collecting a \$150.00 clean-up deposit separate cheque from **food vendors only**. This deposit must be left at the time of your registration or your location will not be secured. If a vendor does not keep their entire city block clean and litter-free on Saturday, Prince Rupert Special Events Society will retain the vendor's \$150.00 deposit to pay for the cleanup.

### **ALL VENDORS:**

2. Locations are allotted on first-come first-served basis with your paid fee, after April 1<sup>st</sup>. We will not retain a favourite spot without your fee payment.
3. \***IMPORTANT:** Downtown businesses are open as usual before, during and after Seafest. All vendors must speak to the business that you are in front of before Seafest weekend, to avoid the merchants concerns. Your booth must NOT interfere with access to the businesses. Any valid complaints will result in immediate vendor dismissal.
4. Vendor fee is \$150.00 per day; student groups will pay a \$100.00 per day fee. If your generator is too noisy, we will relocate you or require you to use electricity. If you require Sunday electricity and if we can provide it, an additional \$40 per day fee is applicable.
5. Each vendor is entitled to an area no larger than 15' X 6', and your equipment (bar-be-ques, grills, tables, etc.) will not exceed this space allotted. If you spread over a larger space, you will be charged two or three fees.

6. Vendors must supply their own equipment, materials and power. All equipment, merchandise and displays are erected and left at owner's risk.
7. **You must provide at least two large 40 gallon size large garbage containers for the public to use, and they must be at the front of your tables, on the street or sidewalk.** All vendors are responsible on Saturday to keep clean the **entire city block** that they are located on. You will work with your vendor neighbours on your entire block to make sure you are keeping the area clean, as we do not have City-paid crews to clean up. You must empty your garbage containers continuously, as well as assign your volunteers to keep your block clean, picking up the napkins, papers, shishkabobs sticks, etc., throughout the day. This will be monitored throughout the day, and your block including the street will be assessed for litter-free.  
  
**You must take your garbage bags to the garbage truck/dumpster that will be behind City Hall on Saturday, and to the dumpster at the waterfront on Sunday – or we will cash your deposit.**
8. Set up times and vehicle access is Saturday downtown from 7-9 a.m. and Sunday waterfront 8 - 10 a.m. On Sunday only one vehicle per vendor is permitted down at the waterfront due to space restrictions. We will assign you your time to arrive for Sunday set up.
9. The Seafest Vendor Permit is valid only during Seafest 2017 on the dates paid for on the Seafest Vendor's Permit Application. Anyone wishing to set up a booth at other times must contact City Hall and obtain the necessary business license.

**Your checklist:**

- First step, I have read these rules.
- The Temporary Food Permit application has been completed and I have taken it to the Prince Rupert Public Health Unit.
- The Temporary Food Permit has been granted and I have picked it up from the Public Health Unit.
- I have taken my approved Temporary Food Permit and my Vendor Application to the Seafest office.
- Two people from our group/business have the FoodSafe certification.
- I have taken the two FoodSafe certificates to the Seafest office.
- I have paid the vendor and cleanup deposit fees at the Seafest office.
- I have been given a Seafest Vendor Permit that I will display at my booth.
- I have talked to the downtown merchant that I will be located in front of.
- I have large pieces of cardboard to cover under and around my BBQ area.
- I have at least two 40-gallon garbage containers outside by booth for the public to use, plus my own containers inside my vendor booth.
- I have extra people for the entire day on Saturday to do block clean-up and empty my public-use garbage cans throughout the day. Also on Sunday I will assist the Special Events volunteers and clean up around my booth and the public areas.
- I am ready to have a great day at Seafest, and serve the public with a smile and show our great Prince Rupert hospitality!
- I have taken my full garbage bags to the garbage truck at the rear of City Hall at the end of the Saturday, and to the dumpster on Sunday.
- If I haven't cleaned up throughout the day or disposed of my garbage in the provided truck or dumpster at the end of either day, I am giving Special Events Society the right to cash my \$150 deposit!

\*The Seafest office sells collapsible metal frame garbage bag holders for \$15.00 (taxes included). This is at-cost to us, and a service for you the vendor. Please purchase and use these, or use your own large garbage containers. You need to supply the garbage bags.

THANK YOU FOR BEING PART OF SEAFEST AND  
 MAKING IT THE BEST COMMUNITY FESTIVAL IN THE NORTH!